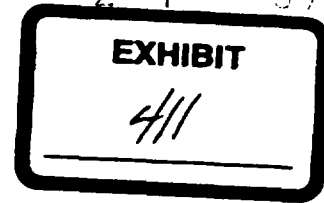


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de maximis, inc.

9041 Executive Park Drive
Suite 401
Knoxville, TN 37923
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November 25, 1992

Mr. Fred B. Stroud-OSC
USEPA Region IV
345 Courtland Street, N.E.
Atlanta, GA 30365

**SUBJECT: Saad Trousdale Drive Site
Document Control Procedures**

Dear Mr. Stroud:

This will confirm our previous conversations regarding submittal of preliminary data for the Saad Trousdale Drive Site RA/FI Phase II activities. As you requested, we will expedite submittal of sample tracking forms, chain-of-custody forms, preliminary laboratory data and any other pertinent information. The data/information received during each week will be compiled and submitted to you in accordance with the Administrative Order by Consent by the Wednesday of the following week.

If should be noted that analytical data submitted in this fashion have not been subjected to full data validation procedures. The quality control/quality assurance (QA/QC) validation process is scheduled following completion of site characterization/removal activities. As such, the data is considered preliminary until DRE Remedial Services completes their QA/QC validation process in conformance with the project schedule and with the QA/QC requirements established in Section VI, Paragraphs 7 and 8 of the Administrative Order by Consent.

Best regards,

A handwritten signature in cursive script, reading "Bennie L. Underwood".

Bennie L. Underwood
Project Coordinator

cc: B. Davis, USEPA-ORC
Saad Site Executive Committee

BLU/lah

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